

How to Write a Thank You Note

1425 Montgomery Avenue Rosemont, PA 19010 (601) 555-3258	←	The information in this box is not necessary if you are sending a thank you via e-mail.
October 28, 2010	←	Next, list the date.
Ms. Andretta Shope Office of Human Resources Excalibur Associates 2987 Liberty Avenue Pittsburgh, PA 15219	←	List the name of the person you are thanking and the address of the employer here. Use their surname unless you are otherwise directed.
	↪	In the 1st and 2 nd paragraph refresh the recipient's mind about why you are writing the letter. State something specific you spoke to them about so they will remember exactly who you are, and why you are a qualified candidate.

Dear Ms. Shope:

Thank you for meeting with me this afternoon and explaining the inner workings of the Organizational Development Department of Excalibur Associates. I have been actively following your recent acquisition of RSW Consulting Firm, but I was pleased to learn of your future expansion into OD consulting with arts organizations. With two years experience in theatre arts management, I am excited about the possibility of combining my two passions of finance and arts management at Excalibur Associates.

I also enjoyed meeting a fellow Philadelphia Eagles fan in Pittsburgh. We die hards have to stick together and show these Steeler fans what it really means to play football.

I look forward to hearing from you. If you have any further questions, please contact me at (601) 555-3258 or sabrina.trowler@gmail.com.

Sincerely,



Sabrina Trowler

Leave 4-5 spaces between your closing and name and sign your name in the space provided.



Close with a positive statement emphasizing your interest in the position. Let them know how they should contact you if they have any additional questions.

We recommend you send a thank you email immediately after your interview. To stand out even more, send an additional hand written note to the interviewer a week after your interview.